

# AI Agent Readiness Checklist

Companion to: AI Agents for Business: 5 Use Cases That Deliver ROI in 90 Days

Tick each statement that is true for your organisation today. Every unticked item is a specific, fixable gap.

- ☐ **01** We have picked one workflow with high volume and clear, repeatable rules.
- ☐ **02** We know how many hours per week that workflow consumes today.
- ☐ **03** There is a named business owner for the outcome, not just an IT sponsor.
- ☐ **04** We have agreed one success metric (hours saved, turnaround time or error rate).
- ☐ **05** The data and documents the agent needs are accessible and reasonably clean.
- ☐ **06** We know which systems the agent must read from and write to.
- ☐ **07** Human review points are defined for high-risk or low-confidence decisions.
- ☐ **08** Access control, audit logging and data-privacy requirements are documented.
- ☐ **09** Frontline users have been involved in designing the new workflow.
- ☐ **10** We have a plan to reskill the people whose tasks will change.

## Your score

9-10 ticked: strong foundation. Focus on measuring outcomes and scaling what works.

5-8 ticked: good start. The unticked items are where results are being lost.

0-4 ticked: early stage. A structured diagnostic is the fastest way to find where to begin.